



Forest Heights Police Department Policy and Procedures Manual

Subject:	Personal Appearance			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 5	Section: 1	Number of Pages:	3	Replaces: GO 2000-14
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A. Purpose

To establish standards for personal appearance and grooming that apply to Forest Heights Police Department (FHPD) officers and civilian employees.

B. Policy

Officers and civilian employees are expected to present themselves in a manner that is appropriate for their assignment.

C. Officer in Uniform

1. Officers in uniform will be neat, clean and well-groomed.
2. Uniforms will be pressed and free of wrinkles at the beginning of each shift.
3. Footwear, leather and brass will be polished.
4. Firearms will be clean and operational.
5. Fingernails will be trimmed and free of dirt.
6. Hair will be neat and well-groomed.
7. Hair coloring, if used, must appear natural.
8. Wigs or hairpieces will not be worn on-duty except to cover natural baldness or disfiguration and must conform to this policy.
9. One bracelet or wristband (exclusive of medical alert identification) may be worn.
10. The FHPD Chief may prohibit the wearing of bracelets or wristbands (excluding medical alert identification) or other jewelry if it detracts from the professional appearance of the employee or constitutes a safety hazard.
11. Except for female officers who may wear earrings as described elsewhere in this policy, no officer will have a body piercing that is visible while on-duty.
12. The policy on body modifications may be found in Chapter 5 Section 2.

D. Male Officers in Uniform

1. Hair:
 - a. will not interfere with the proper wearing of the uniform hat or other authorized hat or helmet;
 - b. will not touch the shirt collar or the nape of the neck.
 - c. may be worn so that the sides may touch the tops of the ears, but may not cover any part of the ears;
 - d. at the front of the head may not hang into the eyes and must be combed back and tucked under the hat when worn; and
 - e. must not be so thick as to prevent the uniform hat from fitting snugly on the head in order to prevent damage to the hat.
2. Sideburns will:
 - a. be neatly trimmed;

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- b. not extend below the earlobe;
 - c. be of an even width; and
 - d. end with a clean-shaven, horizontal line.
- 3. Officers in uniform will be clean-shaven except that mustaches are permitted as described below; stubble, beards or goatees of any type are not permitted.
- 4. Mustaches will:
 - a. be kept clean and neatly-trimmed;
 - b. not be worn to allow the hair to hang over the upper line of the upper lip;
 - c. not extend below or beyond the corners of the mouth; and
 - d. do not include extreme styles such as a handlebar mustache or fu-manchu styles.
- 5. Beards may be worn only with a physician's approval that must be submitted to the Chief.
- 6. Employee's wearing "bush" style haircuts must comply with the same regulations for the sides and the back of the head and the "bush" must not be so large as to prohibit the snug and proper fit of the uniform hat. The Chief of Police may authorize exceptions to this regulation.
- 7. Earrings are not permitted.

E. Female Officers in Uniform

- 1. Hair may:
 - a. be worn slightly over the ears;
 - b. include buns or French braids on top of the head or back of the head;
 - c. not hang over the collar;
 - d. not appear to be excessive, ragged, or unkempt;
 - e. not include ribbons or ornaments other than inconspicuous bobby pins or conservative barrettes; and
 - f. not be worn in a ponytail or be completely plaited.
- 2. Clear, natural or beige nail polish may be worn.
- 3. Cosmetics will be in good taste and natural looking.
- 4. Eye shadow, false eyelashes and excessive lipstick are not permitted.
- 5. One matching set of small, metal stud earrings with safety backings may be worn, centered on the ear lobe.

F. Officers in Non-Uniformed Assignments

- 1. An officer who is not required to wear a uniform will dress appropriately for his assignment.
- 2. The Chief has the discretion to set appropriate dress and grooming standards for the non-uniformed officers.
- 3. A supervisor may modify the typical dress and grooming standards for the non-uniformed officers for appropriate short-term assignments (e.g., warrant services; covert operations).
- 4. Officers assigned to covert operations will be exempt from the grooming and dress standards specified in this policy.

G. Civilian Employees

- 1. Uniformed civilian employees are required to follow the guidelines established for officers.
- 2. The Chief has the discretion to set appropriate dress and grooming standards for non-uniformed civilian employees.

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H. Personnel Line Inspection

1. Supervisors will ensure that their subordinates, regardless of rank, comply with the standards in this directive whether or not formal inspections are conducted.
2. At the Chief's discretion, monthly inspections will be held to ensure compliance with these standards. Inspections will be documented on the appropriate form, which will be filed in the officer's Personnel Record for one year, then destroyed.
3. Any rating that is less than satisfactory will be noted in the officers FHPD Form 4, Job Observation Report.
4. Officers who receive a rating that is less than satisfactory will be re-evaluated during the next inspection; those who receive a rating that is less than satisfactory during multiple inspections may be subject to progressive discipline.